



TEXAS MILITARY DEPARTMENT
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OCT 11 2016

NGTX-JHR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (TMD I16-07) Calendar Year (CY) 16-17 Texas Military Department (TMD) Employee Holiday Guidance

1. **Purpose.** The Adjutant General (TAG) is the leave authority for the TMD. This memorandum provides guidance to employees for leave and work schedules during holidays for the remainder of CY16 through CY17.

2. **References.** See enclosure 1a.

3. **Intent.** This guidance provides equitable and consistent application of rules governing holidays, "in lieu of" holidays, liberal leave, work schedule changes and administrative leave associated with holidays. Holidays are considered non-work days for the purpose of pay and leave.

4. **Employee Guidance.**

a. Federal Employees. In accordance with federal law (5 U.S.C § 6103) the following is guidance for approved holidays. (AGR, FTNGD-OS, Military Technician)

(1) Monday holidays are observed on the holiday for employees regularly scheduled to work on that Monday, and on the preceding Friday for employees not regularly scheduled to work on that Monday.

(2) Weekend Holidays. Saturday holidays are observed on the last regularly scheduled duty day before the holiday. Sunday holidays are observed on the first regularly scheduled duty day after the holiday.

(3) TXARNG AGR and FTNGD-OS observe federal holidays IAW Para 4-25 & 26, AR 600-8-10. TXANG AGR observes federal holidays IAW Para 4-10, AFI 36-3003. Refer to AR 600-8-10 and AFI 36-3003 as applicable for chargeable leave rules for holiday absences.

(4) Federal Holidays. See enclosure 1b.

(5) Special CY 16 holiday schedule. All federal personnel are placed on a compressed work schedule, 4/10 M-Th, for the week of Thanksgiving, 21-25 NOV 2016 (except for those select positions with an operational requirement designated by a component). This schedule change maximizes productivity during that week by having all employees work on Monday and will enable cost savings in utilities on the Friday after the holiday.

b. State Employees. Observe state-recognized federal holidays IAW the Texas Government Code, Chapter 662. Provisions of this memorandum are subordinate to the provisions of the statute and the Office of the Executive Director's personnel policies.

NGTX-JHR

SUBJECT: (JFTX 116-07) Calendar Year (CY) 16-17 Texas Military Department (TMD) Employee Holiday Guidance

(1) State employees are authorized to observe all federal holidays *except* Columbus Day and holidays that fall on a Saturday or Sunday.

(2) In accordance with Texas Government Code, Chapter 662, Rosh Hashanah, Yom Kippur, Good Friday and Cesar Chavez Day are optional state holidays. A state employee is entitled to observe each optional holiday if the employee qualifies for the paid day off and agrees to give up during the same fiscal year an equivalent number of skeleton crew state holidays. However, an employee may not agree to give up the Friday after Thanksgiving Day, the day before or after Christmas Day or the recognized federal holidays in lieu of an optional state holiday.

(3) Generally, employees required to work on a holiday earn time off (compensatory time) to be taken at a later date.

(4) State Holidays. See enclosure 1c.

5. TMD employees are considered on-duty during agency supported holiday events such as the TMD Holiday Party and Tree Lighting Ceremony.


6. **Liberal Leave.** Liberal leave authorizes supervisors to allow most, if not all, personnel to take personal leave and to curtail normal operations accordingly. Directors and supervisors make the operational determination as to the minimum staffing levels required, if any, when liberal leave is authorized.

7. **Additional Holidays.** If an executive order authorizes an additional holiday, the Human Resource Office will publish guidance.

8. Key personnel, including any designated for National Guard Civil Support response, will ensure their availability for recall by the Joint Operations Center. Components will align schedules to provide necessary support to deployment/demobilization activities and other mission requirements.

9. Point of contact is the Human Resource Officer at 512-782-6725.

Encl
as


GREGORY P. CHANEY
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Chief of Staff, Ofc of the
Adj Gen

DISTRIBUTION:

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KATHERINE M. BROWN
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SIG - Policy

Official

Enclosure 1a:
References.

- a. Section 6103, Title 5, United States Code (5 USC § 6103)
- b. Army Regulation (AR) 600-8-10, dated 04 August 2011
- c. Air Force Instruction (AFI) 36-3003, dated 11 May 2016
- d. Chapter 662, Texas Government Code (TGC)
- e. TARNG Regulation 690-600 / TANG Regulation 40-600 Civilian Personnel Hours of Duty and Leave, Change 3, dated 31 Jan 1996

Enclosure 1b:

Federal Holidays. Detailed guidance for recognized state and federal holidays can be found in 5 USC § 6103 and TGC Chapter 622A. Federal public holidays that are observed by the TMD (along with any other days declared to be holidays by federal statute or executive order):

10 OCT 16	Columbus Day, the second Monday in October (except state employees)
11 NOV 16	Veteran's Day
24 NOV 16	Thanksgiving Day, the fourth Thursday in November
26 DEC 16	Christmas Day (25 Dec falls on a Sunday)
02 JAN 17	New Year's Day (01 Jan falls on a Sunday)
16 JAN 17	Birthday of Martin Luther King Jr., the third Monday in January
20 FEB 17	Washington's birthday (President's Day), the third Monday in February
29 MAY 17	Memorial Day, the last Monday in May
04 JUL 17	Independence Day
04 SEP 17	Labor Day, the first Monday in September
09 OCT 17	Columbus Day, the second Monday in October (except state employees)
10 NOV 17	Veteran's Day
23 NOV 17	Thanksgiving Day, the fourth Thursday in November
25 DEC 17	Christmas Day

Enclosure 1c:

State Holidays. State employees are authorized to observe the following state holidays (along with state-recognized federal holidays, with the exceptions noted in Enclosure 1b, IAW the Texas Government Code, Chapter 662, Subchapter A):

25 NOV 16	Day after Thanksgiving (all agencies closed)
19 JAN 17	Confederate Heroes Day (skeleton crew required)
02 MAR 17	Texas Independence Day (skeleton crew required)
21 APR 17	San Jacinto Day (skeleton crew required)
19 JUN 17	Emancipation Day (skeleton crew required)
23 NOV 17	Day after Thanksgiving (all agencies closed)
26 DEC 17	Day after Christmas (all agencies closed)